



Accreditation Consultant Checklist

9-12 Months Prior to the Visit (or more if first time going through process)

_____ Begin to pray regularly for the school!

_____ As soon as appointed, contact the school administrator to offer assistance.

_____ Review the “Getting Ready for Accreditation” document with the school administrator. If ECE visit, please make sure they can answer all Required Indicators with a YES. If they cannot, please discuss the feasibility of completing this before the visit.

_____ Establish an orientation date for a visit / or phone call with the Leadership Team/ Steering Committee.

_____ Assist the school in establishing a tentative timeline with deadlines for the entire process up to the date of the visit.

_____ If you have never been to the school, please visit the school, if feasible.

_____ Consult with the administrator regarding the organization of the accreditation process.

_____ Establish the process for sharing information between the school and the consultant. You will be required to read each chapter/section.

5-8 Months Prior to the Visit

_____ Review drafts of the Self Study-Standards/ Chapters as they are prepared by the school. Make any recommendations regarding changes or updates within one week of receiving the information.

_____ Advise the school leader and ensure that the Self-Study document accurately reflects conditions in place at the school.

2-4 Months Prior to the Visit

_____ Continue to keep the school and all workers in prayer.

_____ Verify that the Self-Study Report is nearing completion and that the ratings they have given themselves (if applicable) are based on evidence and practices that are currently in place at the school.

_____ Validate that a variety of stakeholders have participated in the process.

_____ Alert the administrator to any concerns you have about the quality of the process or about the document in general. If you think they may NOT be a candidate for accreditation, please contact the District Accreditation Commissioner at psdaccreditation@psd-lcms.org.

_____ Consult with the administrator about the selection of Validation Team members. Ensure the recruitment and commitment of the members follow WASC/ NLSA protocol (see visiting team member information).

_____ Advise the school administrator that a timeline for the visit should be scheduled with the Visiting Team Captain/ Chair during this time. Plan on assisting with the schedule as needed.

1 Month Prior to the Visit

_____ Pray for the school! You may want to call the administrator after the visit to see how the visit went and to congratulate them on a job well-done.

_____ Make sure the school’s Self-Study Report has been submitted to the Visiting Team Captain/ Chair and Visiting Team Members.

_____ Submit the Consultant Verification Sheet to the School so they can include it with their report.

_____ Inform the school administrator of the completion of consultant responsibilities and offer ongoing assistance as needed.